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Document No. 624
TO: NAME in Class. ☐ 28 April 1950
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DATE: 27 APR 50 BY: 27
Date: 27 Apr 50

Chief, Administrative Staff
Management Officer
Survey, Fiscal Division.

- REFERENCES: a. Management Survey of Fiscal Division dated 27 March 1950.
b. Memorandum from Chief, Administrative Staff, to Management Officer dated 4 April 1950.
c. Memorandum from Acting Executive to Management Officer dated 13 April 1950.

1. In connection with instructions contained in paragraph 2, reference c., it is requested that you:

a. Forward this office your recommendations for reduction of two positions from the Travel Branch and one position from the Payroll Branch.

b. Furnish this office with any additional comments you may deem appropriate concerning the need for a fiscal inspector.

2. a. You have indicated your concurrence with recommendations contained in paragraphs 6b(1)(a) and 6f(1)(b). In view of the fact that these recommendations involve transfer of functions from the Fiscal Division to the Services Division, it is requested that you take the necessary action to effect the transfer, advising this office when action has been completed. It is also requested that you prepare recommendations for any necessary revision of functional statements.


b. It is requested that you actively explore the possibility of use of punched-card accounting methods in connection with payroll, general and accounts payable accounting. All studies should be made in coordination with OCD and this office. The studies made will form the basis for further recommendations as directed in paragraph 5, reference c.

3. The Acting Executive has directed that the function of preparation of travel orders remain in the Fiscal Division.

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-2-

4. This office does not desire to make an issue of any of the remaining recommendations contained in reference a. The recommendations are believed to be sound, however, implementation is left to your discretion. Normal follow-up action will be taken by this office and the Budget Staff.

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